



# *City of Cathedral City*

## *Employment Opportunity*

### **PUBLIC SAFETY DISPATCHER II**

**SALARY RANGE: \$3,100.20 – 3,768.05 Mo.**

Plus \$624.00 Yearly Bilingual Pay and 5% Shift Differential

Additional benefits include 2-1/2 % longevity increases at 6, 8, 10 and 5% at 15 & 20 yrs. of service, City-paid PERS contributions, employee health, dental & vision. (Health & Life Co-pay optional for dependents)

#### **THE POSITION:**

A Public Safety Dispatcher receives and transmits incoming 911 police and fire emergency and business calls, dispatches police, fire and paramedic units to emergency and non-emergency locations, handles inquiries and complaints from the public, operates a multi-channel radio, and maintains log of calls. He/she responds to officer-initiated radio traffic and requests and disseminates descriptions of suspects, and monitors closed-circuit security cameras. A Public Safety Dispatcher may act as a receptionist on off-hour; weekend shifts, and performs other duties as assigned.

#### **THE QUALIFICATIONS:**

- Graduation from high school or GED.
- Successful completion of a Public Safety Dispatcher Basic course or successful completion of the P.O.S.T. Basic Dispatcher Training Equivalency Examination.
- Previous public safety (911) dispatching experience.
- Ability to type 35 wpm -corrected.
- Ability and willingness to work evenings, weekends, irregular and variable schedules, and work mandatory overtime with short notice.
- Ability to pass a detailed background investigation, pre-employment physical and drug screening.
- Must be at least 18 years of age at time of appointment.
- Ability to think and act quickly and calmly in emergency situations, and speak clearly.

#### **APPLICATION AND SELECTION PROCEDURE:**

An official City application is required. Attach a copy of certifications. For information and application call our job hotline at (760) 770-0365, or visit our web page at [www.cathedralcity.gov](http://www.cathedralcity.gov). All application materials must be received in the Human Resources office. Applications should provide thorough, yet concise, background information. The selection process may include a written test, a typing exercise, and an interview. Candidates who are successful on the first part of the test will be invited to participate in succeeding parts of the process. The resulting eligibility list will be in effect for six months. Selected candidates must pass a psychological evaluation, a drug screen, and detailed background investigation.

**Apply Immediately. Applications will be accepted on a continuous basis until all positions are filled.**

#### **APPLY TO: CITY OF CATHEDRAL CITY**

Human Resources Division  
68-700 Avenida Lalo Guerrero  
Cathedral City, CA 92234  
Job Hotline (760) 770-0365

An equal opportunity employer of minorities, women, veterans and persons with disabilities.

# *Employment and Benefit Information*

## **THE CITY OF CATHEDRAL CITY:**

The City of Cathedral City is a business and resort community located 110 miles east of Los Angeles and 115 miles northeast of San Diego. Incorporated in 1981, the city has a permanent population of over 44,650 and is one of the fastest growing areas in the country. An ideal climate of 350 sunny days per year, clear air, scenic beauty, and unlimited leisure activities attract an additional 6000 residents during the winter months.

Cathedral City offers affordable housing, and a wide array of shopping and retail centers. Cultural, social and athletic events occur year-round while College of the Desert and California State University at San Bernardino (Valley campus) offers excellent educational opportunities.

Approximately 210 City employees provide a full range of municipal services including police, fire, parks and leisure, planning and redevelopment, public works, and tree and street maintenance.

## **EQUAL OPPORTUNITY EMPLOYER:**

It is the policy of the City of Cathedral City to promote equal employment opportunity for applicants and employees without regard to race, color, national origin, ancestry, religious creed, age, marital status, disability, medical condition, sex, sexual orientation, domestic partnership status, pregnancy, or pregnancy related condition.

## **APPLICATION MATERIALS:**

All application materials must be received before the closing date on the front side of this job bulletin. Resumes may be attached but are not accepted in lieu of an official City application. Applications are screened for relevant education, experience and/or licensing requirements as stated on the job opportunity bulletin. An eligibility list containing the names of the most qualified applicants will be compiled based on the results of the selection process. The list will normally be in effect for six months unless extended or previously exhausted.

**Reasonable Accommodation:** Applicants with legal disabilities who require special testing arrangements must contact the Human Resources Office at the time of application. The City of Cathedral City reserves the right to request verification of disability.

**Medical Examination:** All new City employees must successfully complete a medical examination and drug test by a City approved physician and laboratory prior to employment.

**Probation Period:** The initial probationary period for general unit employees is 1040 hours of employment; 2080 hours for police dispatch, 2800 hours for firefighters; 18 months for sworn safety; and 6 months for management. At the successful completion of the probationary period, an employee is granted regular status.

**Non-smoking policy:** The City prohibits smoking in all City buildings.

## **EMPLOYEE BENEFITS:**

The City provides an outstanding benefits plan that includes:

- PERS retirement fully paid by the City
  - 2% at 50 for safety employees
  - 2% at 55 for general employees
- City paid medical, dental and vision care for employee and dependents
- Short and Long-Term Disability insurance up to \$1000 per month
- Domestic Partner Coverage
- Deferred Compensation
- 12 days annual Sick Leave
- 10 regular and 3 floating paid Holidays
- City paid employee life insurance – minimum 1 times base salary
- Educational Reimbursement
- Employee Wellness Reimbursement

*This benefit plan is currently in effect and is subject to change. Benefits may vary depending on bargaining unit or employee status.*

All statements made on applications are subject to investigation and verification. False statements will be cause for disqualification, removal from the eligibility list, or discharge from employment. The provisions of this bulletin do not constitute an implied contract. Any offer of employment is contingent upon the applicant being authorized to work in this country and providing documents to verify this fact.